

CORRESPONDENCE HANDBOOK

1963

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5. DOCUMENT CONTROL FORM 238

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

FORM NO. 238 1 MAY 56		REPLACES FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL (13-40).		CONTROL NO.	
DATE OF DOC.		DATE RECD	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING		
TO FROM SUBJ.					ROUTING	DATE SENT	
COURIER NO.		ANSWERED	NO REPLY				1
COURIER NO.		ANSWERED	NO REPLY				2
COURIER NO.		ANSWERED	NO REPLY				3
COURIER NO.		ANSWERED	NO REPLY				4
COURIER NO.		ANSWERED	NO REPLY				5
COURIER NO.		ANSWERED	NO REPLY				6